

**Disposal Schedule
for
Tasmanian Ports Corporation**

Disposal Authorisation No. 2448

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FUNCTIONS & ACTIVITIES

01.00.00 ENVIRONMENTAL MANAGEMENT AND EMERGENCY RESPONSE

- 01.01.00 Audit and Compliance
- 01.02.00 Environmental Protection Programs
- 01.03.00 Environmental Incidents and Emergency Response

02.00.00 INFRASTRUCTURE AND FLEET MANAGEMENT

- 02.01.00 Planning, Design & Construction
- 02.02.00 Maintenance

03.00.00 LOGISTICS MANAGEMENT

- 03.01.01 Operations

04.00.00 PORT OPERATIONS

- 04.01.00 Navigation and Tracking Services
- 04.02.00 Vessel Services
- 04.03.00 Port Security

05.00.00 BOARDS, COMMITTEES AND MEETINGS (This function will be rescinded upon the re-issue of DA2157 Disposal Schedule for Common Administrative Functions).

- 05.01.00 Advisory Committees and Boards
- 05.02.00 External Committees
- 05.03.00 Internal Committees and Boards
- 05.04.00 Meeting Facilitation

INTRODUCTION

Archives legislation

The *Archives Act 1983* stipulates that State and local government organisations, must not dispose of **records of any type or format** without the written approval of the State Archivist. Disposal of records involves their destruction, their removal from the custody of their creating Agency, or their transfer to the Tasmanian Archive & Heritage Office.

Schedule elements and arrangement

The administrative functions covered by this schedule are arranged in alphabetical order as function headings. The activities performed under each function are listed in alphabetical order within each function.

- **Reference**

All function and activity headings and disposal classes are allocated a reference number. These reference numbers are used, in conjunction with the schedule number, to identify records in the Tasmanian Archive & Heritage Office disposal documentation. These numbers can also be used by agencies, in the same way, to indicate disposal authorisation in their records control systems, where the records have been registered in these systems.

- **Disposal classes**

The groups of records that document, and are derived from, the performance of the functions and activities are listed as disposal classes under each function/activity set.

It should be noted that Disposal Classes have been described in functional terms irrespective of the format or medium in which the records were created.

- **Status**

All disposal classes have either 'PERMANENT' or 'TEMPORARY' status. Records identified as 'PERMANENT' are those that will be transferred to the Archives Office to be retained as State archives. 'TEMPORARY' records are those that can be destroyed under the authority of this schedule.

- **Disposal action**

All TEMPORARY records identified in this schedule will have a disposal action which specifies the length of time for which the record must be retained before it can be destroyed under this authorisation.

Review of the schedule

It is the responsibility of agencies to monitor administrative, legal or regulatory changes which may result in the need to alter disposal class descriptions or disposal actions for records covered by this schedule. When this occurs, this schedule should not be used to dispose of those records and the State Archivist should be informed of the need to revise the schedule. If necessary, the procedures for the disposal of unscheduled records can be used in the interim. Reviews may also be initiated by the Tasmanian Archive & Heritage Office.

Contacts

Any enquiries relating to this schedule should be directed in writing to the Tasmanian Archive & Heritage Office, 91 Murray Street, Hobart, email gisu@education.tas.gov.au , or by phoning 03 6165 5581.

TASMANIAN ARCHIVE & HERITAGE OFFICE

DISPOSAL AUTHORISATION No. 2448

Title: **Tasmanian Ports Corporation**

Authorisation:

Under Section 20 (2) (b) of the Archives Act 1983, I hereby authorise 'relevant authorities' (as defined in Section 3 of that Act) to manage the disposal of the records described in this schedule in accordance with the procedures specified herein.

Ross Latham
State Archivist

Document Development History
Build Status

Version	Date	Author	Reason	Sections
1.0	September 2014	Deborah Drinkell	Initial Release	All

Amendments in this Release

Section Title	Section Number	Amendment Summary
		This is the first release of this document.

INTERPRETATION

Definitions

PERMANENT records are those that will be transferred to the Tasmanian Archive & Heritage Office to be retained as State Archives. The Archives Act 1983 establishes 25 years as the maximum required timeframe for the transfer of PERMANENT records to the Tasmanian Archive & Heritage Office unless an extension of time has been approved by the State Archivist.

TEMPORARY records are those that can be destroyed under the authority of this schedule after a minimum retention period, or once certain requirements have been met.

Coverage

This schedule covers functional records of Tasmanian Ports Corporation.

This schedule **does not cover pre-1960 records**. The disposal of those records should be managed according to the procedures for unscheduled records.

The *Disposal Schedule for Short-term Value Records - DA No. 2158* covers the disposal of short-term value records which are created by most agencies. These documents are usually of a trivial nature or of such short-term value that they do not support or contribute to the business functions of the agency.

Records not covered by these schedules, or other authorised disposal schedules, should be disposed of according to the current Tasmanian Archive & Heritage Office procedures for unscheduled records.

Preservation of records

Section 10 (1) (a) of the *Archives Act 1983* requires agencies to preserve records until they are dealt with under the Act. This places a statutory obligation on agencies to ensure that all records, regardless of format, remain accessible while they are in the custody of the agency.

PERMANENT records

All disposal classes of records identified as having 'PERMANENT' status in this schedule should be transferred to the Archives Office 25 years after the date of creation. Agencies may make application to the Tasmanian Archive & Heritage Office for earlier transfer of particular groups of records and the Tasmanian Archive & Heritage Office may also initiate an earlier transfer arrangement.

Records for transfer should be arranged and described in accordance with any instruction provided by the Tasmanian Archive & Heritage Office.

TEMPORARY records

All records identified as having 'TEMPORARY' status in this schedule will have a disposal action which is the authorised date for destruction. These disposal actions specify minimum retention periods. TEMPORARY records can be kept as long as the agency wishes following the expiration of the specified period, but the provisions of the *Archives Act 1983* regarding their proper care and custody will still apply to them.

Frequently the disposal actions will refer to '**after action completed**' which means after completion of the transaction to which the records relate. The disposal action '**destroy when reference ceases**' authorises the destruction of records when all business needs to refer to the records have ceased.

Destruction of records

The destruction method chosen for records authorised for destruction in this schedule should be appropriate to the medium in which the record exists. It is the responsibility of the agency to ensure that the identified records are actually destroyed, and that this process is confidential and secure. The following issues should be considered before destruction of any documents.

Right to Information

Right to Information legislation prescribe rights and processes for access to documents held by government agencies. If a request for access under the legislation has been lodged, all records relevant to the request, regardless of whether they are due for destruction, must be identified and preserved until action on the request and any subsequent reviews are completed.

Personal Information Protection

Personal Information Protection legislation provides appropriate safeguards for government agencies in collecting and handling individual's personal information, creating statutory obligations and a right to make a privacy complaint. If an application is in progress, all records relevant to the application must be identified and preserved until the action and any subsequent actions are completed.

Other investigations or inquiries

If an investigation or inquiry is in progress, all records relevant to the investigation or inquiry must be identified and preserved until the action and any subsequent actions are completed.

Records relating to indigenous people

Key recommendations of the Bringing Them Home Report 1997 relate to the need for the identification, preservation, indexing, management and access to records relating to Indigenous individuals, families and/or communities in accordance with established privacy principles.

Records relating to indigenous families and communities or which document links between indigenous people and localities are not to be destroyed and should be the subject of consultation with the Tasmanian Archive & Heritage Office.

Native title

If a native title claim is in progress, all documents relevant to the claim must be identified and preserved until the action and any subsequent actions are completed.

Registration of destruction

Central to the accountability process built into the disposal schedules is the requirement that agencies maintain a *Register of Records Destroyed*. It is important to recognise that the formal evidential record of destruction is contained in this registration process. The register is to be made available to the State Archivist (or his nominee) on request.

The register must be clearly identified as the *Register of Records Destroyed* (under Section 20 (2) (b) of the *Archives Act 1983*) and should include the name of the agency. The register can be the same used for registering destructions authorised under other disposal schedules. A sample format indicating the required elements for the register and related procedures are available on the Tasmanian Archive & Heritage Office website.

01.00.00	<p>ENVIRONMENTAL MANAGEMENT AND EMERGENCY RESPONSE</p> <p>Activities associated with managing the interaction between the Port and the natural environment and ensuring that port activities have as little impact as possible.</p> <p>Also includes activities associated with the management of incidents that may have an impact on the natural environment.</p> <p>See DA No 2157 Disposal Schedule for Common Administrative Functions for records relating to the training and development of employees.</p>	
01.01.00	<p>Audit and Compliance</p> <p>Activities associated with managing and maintaining compliance with accepted environmental legislation, regulations and standards. Compliance can be achieved by undertaking audits or implementation of compliance programs.</p>	
01.01.01	<p>The development and documentation of reports outlining TasPorts compliance with environmental protection legislation and regulations.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Background Information • Consultant reports • Environmental Audit • Environmental Impact Statements 	<p>TEMPORARY Destroy 25 years after disposal of property</p>
01.02.00	<p>Environmental Protection Programs</p> <p>Activities associated with the establishment, implementation, reporting and review of programs designed to prevent damage to the environment.</p>	
01.02.01	<p>Records documenting the development and establishment of Environmental Protection Programs including remediation programs for both individual sites as well as all Port Authority holdings.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Annual Environmental Management Plan • Oil Spill Contingency Plans • Site Management Plans • Environmental Protection Plans • Sewage and vessel waste water discharge 	<p>PERMANENT</p>
01.02.02	<p>Summary and annual reporting on program outcomes. Includes internal and external reporting.</p> <p>Records may include;</p> <ul style="list-style-type: none"> • summary reporting of environmental incidents that have occurred on properties owned or managed by TasPorts. 	<p>PERMANENT</p>

01.02.03	<p>Records relating to the implementation of Environmental Protection Programs including the removal of contaminants or pollutants from the land or water and the disposal of contaminated material in an environmentally sustainable manner.</p> <p>Examples of records may include:</p> <ul style="list-style-type: none"> • Contractors/Consultants Reports • Certifications of work undertaken • Monitoring and evaluation of program 	<p>TEMPORARY Destroy 25 years after date action completed.</p>
01.03.00	<p>Environmental Incidents and Emergency Response</p> <p>Activities associated with managing incidents including those that may have an impact on the natural environment.</p> <p>The <i>Tasmanian Marine Oil Spill Contingency Plan (TasPlan)</i> outlines the response and arrangements in place in the event of a spill into the Tasmanian marine environment, and a number of sub-plans sit under TasPlan.</p> <p>Under TasPlan, TasPorts is listed as a ‘combat agency’ which places an obligation on TasPorts to have operational responsibility in accordance with the relevant contingency plan to take action to respond to an oil spill in the marine environment.</p>	
01.03.01	<p>Records documenting the management and implementation of major incidents where there is loss of life or significant damage to public health or the environment.</p> <p>Records may include;</p> <ul style="list-style-type: none"> • photographs, • laboratory reports, • records of action taken • investigation notes. 	<p>PERMANENT</p>
01.03.02	<p>Records of incidents and emergencies that have occurred on properties owned or managed by Port Authority.</p> <p>Includes Notifiable Incidents where the Environmental Protection Agency is informed of the incident.</p> <p>Examples of records may include:</p> <ul style="list-style-type: none"> • Incident Reports • Personal Logs • Pollution Report • Supporting Documentation • Consultant Reports 	<p>TEMPORARY Destroy 25 years after date action completed.</p>

<p>02.00.00</p>	<p>INFRASTRUCTURE AND FLEET MANAGEMENT</p> <p>Activities associated with the development, construction and maintenance of port infrastructure and purpose built vessels.</p> <p>See DA No 2157 Disposal Schedule for Common Administrative Functions for records relating to the licensing of third parties to use equipment on port authority owned land or facilities.</p> <p>See DA No 2157 Disposal Schedule for Common Administrative Functions for records relating to the acquisition and disposal of property necessary to carry out port management functions.</p> <p>See DA No 2157 Disposal Schedule for Common Administrative Functions for records relating to the training and development of employees.</p>	
<p>02.01.00</p>	<p>Planning, Design and Construction</p> <p>Implementing and managing the activities relating to the planning, design and construction of Port Infrastructure and purpose built vessels.</p>	
<p>02.01.01</p>	<p>Records relating to the design and construction of significant or large scale infrastructure that:</p> <ul style="list-style-type: none"> • substantially enhances service levels of the Port. • makes a significant impact on the built or natural environment as landmarks or structures, • attracts substantial public interest or controversy; or • has significant local or state wide impact <p>Also includes records relating to the design and construction of purpose built vessels.</p> <p>Examples of records may include:</p> <ul style="list-style-type: none"> • Construction Records including Approvals and Certificates • Plans • Designs • Drawings 	<p>PERMANENT</p>
<p>02.01.02</p>	<p>Records relating to the design and construction of minor or small scale infrastructure that does not:</p> <ul style="list-style-type: none"> • substantially enhance service levels of the Port. • make a significant impact on the built or natural environment as landmarks or structures, • attract substantial public interest or controversy; or • have significant local or state wide impact 	<p>TEMPORARY</p> <p>Retain until building or structure is sold, removed or demolished, then destroy.</p>
<p>02.01.03</p>	<p>Records documenting the drafting, planning and design phase for the implementation of new or the refurbishing of existing port infrastructure assets where the proposed developments do not proceed for any reason.</p> <p>Examples of records can include:</p> <ul style="list-style-type: none"> • Construction Records including Approvals and Certificates • Plans • Designs • Drawings 	<p>TEMPORARY</p> <p>Destroy 10 years after date last updated</p>

<p>02.02.00</p>	<p>Maintenance</p> <p>Records relating to maintenance work carried out during the lifetime of infrastructure or the asset (e.g. structural maintenance).</p> <p>Also includes records relating to the maintenance of infrastructure or assets where there is a statutory or regulatory requirement to maintain the asset including but not limited to maintenance of equipment in line with IALA and CASA standards.</p>	
<p>02.02.01</p>	<p>Records relating to maintenance work carried out during the lifetime of infrastructure (e.g. structural maintenance).</p> <p>Also includes records relating to the maintenance of infrastructure or assets where there is a statutory or regulatory requirement to maintain the asset.</p> <p>Examples of records can include:</p> <ul style="list-style-type: none"> • Inspection Reports • Depth soundings of channels 	<p>TEMPORARY</p> <p>Destroy 7 years after removal or disposal of infrastructure</p>
<p>03.00.00</p>	<p>LOGISTICS MANAGEMENT</p> <p>Activities associated with the loading and unloading of cargo from vessels.</p> <p>See DA No 2157 Disposal Schedule for Common Administrative Functions for records relating to the leasing of berths to vessels.</p>	
<p>03.01.00</p>	<p>Operations</p> <p>Activities associated with the day to day arrangements necessary to facilitate the safe and efficient transfer of cargo to or from docked vessels.</p>	
<p>03.01.01</p>	<p>Records relating to the administrative arrangements necessary to carry out the movement or transfer of cargo to or from a vessel or Port Authority operated facility.</p> <p>Includes records of the storage of goods within Port Authority owned facilities and land, including Cold Stores.</p> <p>Examples of records can include:</p> <ul style="list-style-type: none"> • Manifests • Load Plans • Multi-Modal Forms • Hazardous Materials Data Sheets • Transfer Certificates 	<p>TEMPORARY</p> <p>Destroy 7 years after date action completed</p>

<p>04.00.00</p>	<p>PORT OPERATIONS</p> <p>The activities associated with the efficient operation of the port including the provision of services to vessels entering, exiting or moving with the port area.</p> <p>See DA No 2157 Disposal Schedule for Common Administrative Functions for records relating to systems, programs and processes put in place to ensure a safe working environment.</p>	
<p>04.01.00</p>	<p>Navigation and Tracking Services</p> <p>Activities associated with the services provided to assist vessels with the safe and efficient navigation within the port and Tasmanian territory.</p>	
<p>04.01.01</p>	<p>Summary records of arrivals and departures of vessels from ports owned or managed by Port Authority.</p> <p>Examples of records may include:</p> <ul style="list-style-type: none"> • Entry/Exit Registers • Movement Registers 	<p>PERMANENT</p>
<p>04.01.02</p>	<p>Records relating to the reporting of Port Activities</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Annual Trade Statistics • Port Activity Summaries 	<p>TEMPORARY</p> <p>Destroy 25 years after date action completed</p>
<p>04.01.03</p>	<p>Records relating to the provision of navigational assistance to vessels entering or exiting Tasmanian ports.</p> <p>This includes records relating to the placement of navigation lights, signs, beacons or buoys and the preparation of navigation charts that are forwarded to the Australian Hydrographic Service for inclusion in official government charts.</p> <p>Examples of navigation aids may include:</p> <ul style="list-style-type: none"> • Beacons • Buoys • Charts • Navigation Charts • Lights • Maps • Signs <p>This class also includes records of conversations or instructions provided to vessels using the Vessel Tracking System (VTS)</p>	<p>TEMPORARY</p> <p>Destroy 7 years after date action completed.</p>
<p>04.02.00</p>	<p>Vessel Services</p> <p>Activities associated with the services provided to vessels entering, exiting, moving within or moored within the port.</p>	

<p>04.02.01</p>	<p>Records relating to the activities undertaken in order to facilitate the safe and efficient entry, exit and movement of vessels within port areas as well as records of services provided to vessels once they have been safely moored within their allocated berth.</p> <p>Examples of records may include:</p> <ul style="list-style-type: none"> • Berth Inspection Reports • Vessel Movement Advices (VMA) • Mooring Allocation • Master/Pilot Exchange • Passage Plans • Pilotage Exemption Certificate • Charge Sheets • Towage Records • Electricity Meter Readings • Water Meter Readings 	<p>TEMPORARY</p> <p>Destroy 7 years after date action completed</p>
<p>04.03.00</p>	<p>Port Security</p> <p>The activities associated with the protection of the port, vessels and stored cargo from unauthorised access and interference.</p> <p>See DA No 2157 Disposal Schedule for Common Administrative Functions for records relating to guarding, patrol, surveillance and monitoring.</p> <p>See DA No 2157 Disposal Schedule for Common Administrative Functions for records relating to security incidents or illegal entry into Port Facilities.</p> <p>See DA No 2157 Disposal Schedule for Common Administrative Functions for records relating to cctv footage of Port Facilities.</p>	
<p>04.03.01</p>	<p>Records relating to activities undertaken in order to maintain compliance with Port Security legislation including:</p> <ul style="list-style-type: none"> • the <i>Maritime Transport and Offshore Facilities Security Act 2003</i> • the <i>Aviation Transport Security Act 2004</i> • the <i>Aviation Transport Security Regulations 2005</i> 	<p>TEMPORARY</p> <p>Destroy 7 years after date action completed</p>
<p>05.00.00</p>	<p>BOARDS, COMMITTEES AND MEETINGS</p> <p>All records relating to 'Boards', 'Committees' and other meetings held or established for functional or administrative purposes, and includes:</p> <ul style="list-style-type: none"> • Boards of Management • Advisory Committees • Internal administrative committees of the agency • External committees (committees external to the agency and attended by agency staff.) <p>This Function will be rescinded upon re-issue of DA2157 Disposal Schedule for Common Administrative Functions.</p>	

05.01.00	Advisory Committees and Boards	
	Committees that perform an advisory role relating to the agency's operations and consist of internal and external stakeholders. This includes elected or appointed management bodies established as a requirement of, or under legislation.	
05.01.01	Records relating to the establishment and running of an advisory committee or board, including the successful appointment and registration of members and the ongoing maintenance of the memberships. Records include: <ul style="list-style-type: none"> • Successful applications • Voting papers • Minutes • Agendas and submissions 	PERMANENT
05.01.02	Records documenting unsuccessful nominations, applications or appointments of members to the board or advisory committee	TEMPORARY Destroy 2 years after action completed
05.02.00	External Committees	
	External or inter-agency committees which are attended by agency staff and/or that have been covered by the agency or where the agency provides the Secretariat and has significant input.	
05.02.01	Records relating to the establishment and management of an external committee where the secretariat is provided by the agency and the agency has significant input. Records include: <ul style="list-style-type: none"> • Successful applications • Minutes • Agendas • Submissions 	PERMANENT
05.02.02	Records documenting unsuccessful nominations, applications or appointments of members to the Board or Advisory Committee	TEMPORARY Destroy 2 years after action completed
05.02.03	Records relating the establishment and running of an external committee where the secretariat is not provided by the agency. Records include: <ul style="list-style-type: none"> • Minutes • Agendas • Submissions 	TEMPORARY Destroy 2 years after action completed
05.03.00	Internal Committees and Meetings	
	Internal committees and meetings established for strategic, operational or administrative purposes.	

<p>05.03.01</p>	<p>Records of agency committees that are established to determine high level policy and undertake strategic planning, This may include meetings of senior management.</p> <p>Records include:</p> <ul style="list-style-type: none"> • Minutes • Agenda, • Reports • Submissions • Other meeting papers 	<p>PERMANENT</p>
<p>05.03.02</p>	<p>Records of agency committees or meetings that are established for operational or administrative purposes, including work groups, ad-hoc committees and staff meetings of business units within the agency.</p> <p>Records include:</p> <ul style="list-style-type: none"> • Minutes • Agenda • Reports • Submissions • Other meeting papers 	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>05.04.00</p>	<p>Meeting Facilitation</p> <p>The activities associated with the general administration and management of boards, committees and meetings.</p> <p>See DA2157 Disposal Schedule for Common Administrative Functions for records relating to financial transactions.</p>	
<p>05.04.01</p>	<p>Records of a general administrative nature relating to the management of boards, committees and meetings, including the preparation and circulation of minutes to members, use of premises where the meetings take place and travel arrangements for members to attend meetings.</p> <p>Records include:</p> <ul style="list-style-type: none"> • Attendance arrangements • Facility arrangements • Expressions of thanks 	<p>TEMPORARY Destroy 2 years after action completed</p>